

USMANU DANFODIYO UNIVERSITY, SOKOTO



FACULTY OF MANAGEMENT SCIENCES

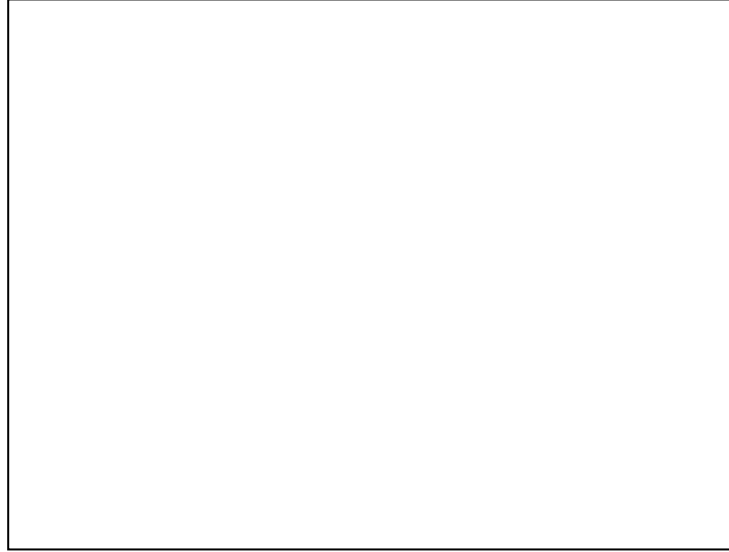
DEPARTMENT OF PUBLIC ADMINISTRATION

(BSc, Public Administrations)

STUDENTS' HANDBOOK



PROF. BASHIRU GARBA *MFR*
V.C. U.D.U.S



PRINCIPALS OFFICERS OF THE UNIVERSITY WILL BE PROVIDE BY THE SECRETARIAT



**Dean, Faculty of Management Sciences
Professor D. O. Abdulsalam
BSc (ABU), MSc (UNILAG), MBA, PhD (UDUS)**



**Head of Department
Prof M A Umar
BA (ABU), MPA (UNIJOS), PhD (UDUS)**

FOREWARD

It is an honour and a pleasure to write a foreword for this very important student handbook. The handbook is meant to provide basic information about the BSc Public Administration program and other issues that students need to familiarize themselves with. I recommend that all students study the handbook thoroughly and follow its guidance when registering for the new academic session.

Congratulations on securing admission to this esteemed university. I encourage you to take your studies seriously. Welcome to the Department of Public Administration, and I wish you a happy and prosperous time during your stay at the university.

Prof M A Umar
Head of Department

Message from the Dean

Welcome to the Faculty of Management Sciences, Usmanu Danfodiyo University, Sokoto. We are pleased to have you join our vibrant faculty dedicated to excellence in education, research, and professional development. As you embark on this exciting journey, know that you are part of a legacy of innovative thinkers and leaders. Our faculty is committed to providing you with the knowledge, skills, and experiences needed to thrive in today's dynamic business environment. We encourage you to take full advantage of the resources and opportunities available to you, and to engage actively with your academic activities. We are here to support you every step of the way. Once again, welcome to the Faculty of Management Sciences. We look forward to witnessing your growth and success.

Warm regards,

D. O. Abdulsalam

Dean of Management Sciences

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100 LEVEL COURSES

FIRST SEMESTER COURSES

Course Code	Course Title	Credit Unit(s)
PUB 101	Introduction to Public Administration	3(T+P)
PUB 102	Introduction to Local Government Administration	3
BUA 101	Business Mathematics I	3
ACT 101	Book Keeping and Accounting I	3
ECON 101	Economic Principles I	3

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SOC 1104	Introduction to Psychology	2
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BUA 103	Introduction to Business Administration	2

SECOND SEMESTER COURSES

Course Code	Course Title	Credit Unit(s)
PUB 103	Elements of Government	3(T+P)
POL 1103	Nigerian Constitutional Development	3
ACT 102	Book Keeping and Accounting II	3
BUA 102	Business Mathematics II	3
ECON 102	Economic Principles II	3
GST 102	Nigerian Peoples and Culture	2
GST 103	Information and Communication Technology	1
GST 105	Communication in French	2
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SOC 1109	Sociology of Islamic Societies	2

200 LEVEL COURSES

FIRST SEMESTER COURSES

Course Code	Course Title	Credit Unit(s)
PUB 201	Approaches to the Studies of Public Administration	3(T+P)
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SOC 2209	Structure of Nigerian Society	2

300 LEVEL COURSES

FIRST SEMESTER COURSES

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PUB 303	Human Resource Management	3(T+P)
PUB 309	Rural Development Administration	3
PUB 310	Government and Administration of Urban Systems	2
PUB 311	Industrial Relations	2
GST 312	Venture Creation and Growth	3
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BUA 303	Islamic Business Ethics	2
SOC 2209	Structure of Nigerian Society	2

400 LEVEL COURSES

FIRST SEMESTER COURSES

Course Code	Course Title	Credit Unit(s)
PUB 401	Social and Welfare Administration in Nigeria	3(T+P)
PUB 403	Public Policy Making and Analysis	3
PUB 404	Public Administration in Nigeria	3
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PUB 407	Public Service Ethics	2
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PUB 405	Development Administration	3
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PUB 412	Foreign Policy Administration	2
PUB 413	Administration of Non-Governmental Organisations	2
BUA 406	Nigerian Economy	2

COURSE DESCRIPTION

100 Level Courses

GST 101 COMMUNICATION IN ENGLISH I

2(2+0)

Effective communication and writing in English, Language skills, Writing of essay answers, Comprehension, Sentence construction, Outlines and paragraphs, Collection and organization of materials and logical presentation, Punctuation.

GST 102 NIGERIAN PEOPLES AND CULTURE

2(2+0)

Study of Nigerian history, culture and arts in pre-colonial times, Nigerian's perception of his world, Culture areas of Nigeria and their characteristics, Evolution of Nigeria as a political unit, Indigene/settler phenomenon, Concepts of trade, Economic self-reliance, Social justice, Individual and national development, Norms and values, Negative attitudes and conducts

(cultism and related vices), Re-orientation of moral and national values, Moral obligations of citizens, Environmental problems.

GST 103 INFORMATION AND COMMUNICATION TECHNOLOGY 1(1+0)

Development of modern ICT, Hardware technology, Software technology, Input devices, Storage devices, Output devices, Communication and internet services, Word processing skills (typing, etc).

GST 104 USE OF LIBRARY AND COMMUNICATION SKILLS 1(1+0)

Brief history of libraries, Library and education, University libraries and other types of Libraries, Study skills (reference services), Types of library materials, using library resources including e-learning, e-materials, etc, Understanding library catalogues (card, OPAC, etc) and classification, Copyright and its implications, Database resources, Bibliographic citations and referencing

GST 105 COMMUNICATION IN FRENCH 2(2+0)

Introduction to French, alphabets and numeracy, for effective communication (written and oral), Conjugation and simple sentence construction based on communication approach, Sentence construction, Comprehension and reading of simple texts.

GST 106 COMMUNICATION IN ARABIC 2(2+0)

Introduction to Arabic alphabets and writing systems, Elementary conversational drills, Basic reading skills, Sentence construction in Arabic.

PUB 101: Introduction to Public Administration 3 Units

This course introduce students to the nature of public administration; similarities and differences between public and private administration; functions and qualities of public administrators; approaches to the study of public administration, typologies of organizations, bureaucracy, public administration in Nigeria, civil service reforms, ecology of public administration.

PUB 102: Introduction to Local Government Administration 3 Units

Definition and scope of local government administration, basic concepts in local government administration; philosophy and theories of local government, structure and functions of local government, sources of local government revenue, central-local relations, etc.

PUB 103: Elements of Government **3 Units**

This introduces students to the following basic concepts; Definition, nature and functions of government, organs and types of government, types and nature of constitutions, political parties, party systems, pressure groups, elections and electoral systems, rule of law, fundamental human rights, delegated legislation, theory of separation of powers and checks and balances.

ACT 101: Book Keeping and Accounts I **3 Units**

The purpose of accounting information to various users, the range of services provided by accounting function and the framework of major concepts and conventions on which accounting is based. Principle of double entry, journals; purchase journal, sales journal, returns journal, cash book, classification and interpretation of ledger accounts, balancing of accounts.

ACT 102: Book Keeping and Accounts II **3 Units**

The nature and scope of accounting and conventions, the nature of business transactions, preparation of petty cash book and two-column and three-column cash book. Preparation of subsidiary books (i.e. the journals), posting to the ledger accounts and the extraction of simple trial balance. Preparation of trading and profit and loss account and balance sheet not involving adjustments and more complex items.

ECON 101: Elements of Economics I **3 Units**

The Basic Problem of scarcity and Choice: the Methodology of Economic Science; the General Principles of Resource Allocation; the Concepts of Optimality and Equity; Equilibrium and Disequilibrium; Micro-economics versus Macroeconomics: Demand, Supply and Price: Types of Resources Allocation Decision; Methods of Resource Allocation in an Economy: Theory of the Firm; Introduction to Welfare Economics.

ECON 102: Elements of Economics II **3 Units**

Introduction to Macroeconomics: National Income Determination; the Public Sector in the National Economy; Macroeconomic Policy Objectives and Instruments; Introduction to Money and Banking, Introduction to Economic Growth and Development. Trade politics with particular reference to Nigeria.

BUS 101: Business Mathematics I **3 Units**

Mathematics and Symbolic Logic; Inductive and Deductive Systems; Concepts of Sets; Mappings and Transformation; Introduction to Complex Numbers; Introduction to

Vectors: Matrix and Determinants. Discrete and Continuous Variables; The Straight Line in Various Forms; The Circle; Trigonometric Functions; Logarithmic Functions; Exponential functions Maxima, Minima and Points of Inflection; Integral Calculus; Integration by Substitution and By-Parts:

BUS 102: Business Mathematics II

3 Units

Expansion of Algebraic Functions; - Simple Sequences and Series. Concepts of sets; mapping and transformation to vectors. Matrix and determinants. Simple sequences and series. Discrete and continuous variables; the straight line in various forms; the circle; Trigonometric Function; Logarithmic functions; exponential functions. Minima, maxima, and appoints of inflation, integral calculus: Integration by substitution and by parts: Expansion of Algebraic functions, Mathematics of finance; simple and compound interest; future and present values, annuities, amortization, sinking funds, effective interest rates.

BUS 103: Introduction to Business I

2 Units

The Scope of business: the Character of business from social, legal and economic perspectives forms of ownership, organisation and Management, Business Environment.

POL 1103: Nigerian Constitutional Development

3 Units

The student is taken through Nigerian Constitutional Development in a chronological and sequential order. In this course, emphasis is on topics like colonization, the Richards Constitution, the McPherson Constitution, the Littleton Constitution, the Independence Constitution, the Republican Constitution, the 1979 Constitution.

SOC 1104: Introduction to Psychology

2 Units

Introduction to the relationship between the functioning of social systems and the behaviour and attitude of individuals; the historical development and approaches to psychology, methods in psychology, learning, perception, memory, personality, aggression, pro-social behaviour etc.

SOC 1109: Sociology of Islamic Societies

2 Units

Introduction to theories, concepts and approaches in understanding Islamic societies; basic concepts, methods, theories, and philosophy; the social organization of Islamic community: the ummah; relationship between the ummah and non-Islamic communities; concepts of justice, leadership, class and status in Islamic communities: positions of the poor, women and children.

200 LEVEL COURSES

GST 211: Communication in English II

(2 Units)

Logical presentation of papers, Phonetics, Instruction on lexis, Art of public speaking and oral communication, Figures of speech, Précis, Report writing.

GST 212: Logic, Philosophy and Human Existence**(2 Units)****(A) Islamic Philosophy**

Definition, scope, relationship between Philosophy and religion (Islam). Theory of knowledge in Islam. A critical review of the sources of knowledge (perception), experience, reason, intuition etc, with special emphasis on the role of Revelation as the most reliable source of knowledge. Ultimate reality: Allah and his attributes, critical review of philosophical proofs, Quranic approach to providing the existence of Allah, Predestination and freedom of will as aspect of Allah's knowledge and power. Prophet -hood and the Day of Judgment. Ethics in Islam

(B) Western Philosophy

A brief survey of the main branches of Philosophy: Symbolic Logic, Special symbols in Symbolic Logic-conjunction, negation, affirmation, disjunction, equivalent and conditional statements; Law of Tort. The method of deduction, using rules of inference and bi-conditionals qualification theory. Types of discourse: Nature of arguments, Validity and soundness; Techniques for evaluating arguments; Distinction between inductive and deductive inferences, etc. (Illustrations will be taken from familiar texts, including literature materials, Novels, Law reports and newspaper publications).

GST 213: History and Philosophy of Science**(2 Units)**

Man – his origin and nature, Man and his cosmic environment, Scientific methodology, Science and technology in the society and service of man, Renewable and non-renewable resources – man and his energy resources, Environmental effects of chemical plastics, Textiles, Wastes and other material, Chemical and radiochemical hazards, Introduction to the various areas of science and technology. Elements of environmental studies.

GST 214: Peace Studies and Conflict Resolution**(2 Units)**

Basic Concepts in peace studies and conflict resolution, peace as a vehicle of unity and development, Conflict issues, Types of conflicts, e.g. Ethnic/religious/political/economic conflicts, Root causes of conflicts and violence in Africa, Indigene/settler phenomenon, Peace – building, Management of conflict and security. Elements of peace studies and conflict resolution, Developing a culture of peace, Peace mediation and peace-keeping, Alternative Dispute Resolution (ADR), Dialogue/arbitration in conflict resolution, Role of international organizations in conflict resolution, e.g. ECOWAS, African Union, United Nations, etc.

PUB 201: Approaches to the Study of Public Administration 3 Units

This course examines in depth the different approaches to the study of Public Administration with particular emphasis on the following: The goal model, system model, decision making approach, the classical model, human relations model and the sociological model. The context

within which these approaches emerged would be examined as well as their criticism and relationships.

PUB 202: Statistics I **3 Units**

Nature of Statistics, statistical inquiries, form and design, the role of statistics, basic concepts in statistics, discrete and continuous variables functional relationships, sources of data, methods of data collection, presentation of statistical data, measures of central tendency.

PUB 203: Development Planning in Nigeria **2 Units**

An examination of the concept of planning, its significance in national development, planning environment, planning process, implementation, monitoring and control of planning in Nigeria.

PUB 204: Public Administration in Islam **3 Units**

This course introduces students to the nature and evolution of Islamic public administration, basic concepts in Islamic public administration, variables and their relationships, basic principles and postulates of Islamic public administration.

PUB 205: Community Development **2 Units**

Basic concepts in community development, role of community development in national development, approaches to community development, basic principles and philosophies of community development, functions and qualities of community development workers, community development strategies, and evaluation of community development projects.

PUB 206: Nigerian Civil Service Rules **2 Units**

This course exposes students to the rules and regulations governing the operations of the machinery of government in the areas of employment, promotion, transfer, discipline, training, salaries and wages, annual and casual leaves, termination of appointment etc. The object of the course is to introduce students to the workings of the public service at the different levels of government.

PUB 207: Statistics II **3 units**

Measures of dispersion, moments of skewness and kurtosis, elementary probability distribution; normal, binomial, poisson and hypergeometric; elementary sampling theory, estimation theory, test of hypothesis for small and large sample, chi-square distribution and test of goodness of fit, linear regression, correlation theory, index numbers, time series and analysis of time series.

BUS 203: Business Communication **2 Units**

Rudiments of Communication: Communication Defined, Elements of Communication, Principles of Communication; Oral, Written and Non-verbal Communication: Language Defined, Non-verbal communication, Listening, Oral and written Communication; Functions

and settings of Communication: Functions of Communication, Communication setting; Effectiveness and barriers to communications, Language and language skills Communication Theories and Models: Linear Model, Interactional Model, Transactional Model etc. Writing and Communication Methods: Writing Defined, stages of Writing, other Aspects of the Writing Process, Corporate and Public Communications, Commercial Communication Method and Letter Writing. Process of Meetings, Conferences, Seminars, Symposium and Debates: Meeting Defined, Conduct, Procedures, Aims and Benefits/Disadvantages of Meetings. Written Rules Affecting Meetings, Conference, Seminar, Symposium and Debates. Uses of Words, Sentences and Figurative Expressions, Words and their Meanings, Synonyms and Antonym Dynamism in Words, and Predication, Suffixation, Sentences/Figurative Expression. Reports and Handover notes: Types of Reports, Components of Reports and Handover Notes. Organization communication: The concept of organizational communication, Factors Affecting Effectiveness of Organizational Communication. Types of organizational Communication. Public Relations and Marketing Communication.

BUS 205: Entrepreneurial Studies

2 Units

The Historical and Economic role of Entrepreneurship. Theory and the Practice of Entrepreneurship. Starting and managing a new enterprise. Characteristics of entrepreneurs, the identification and evaluation of new venture opportunities, resource utilization, strategy development and successful planning, implementing and launching of new business venture. Analyses of case studies and developing of detail business plan for starting and owning and enterprise.

BUS 208: Elements of Management

3 Units

Basic Concepts in Management: Management Principles, Functions of the Manager. Planning: Nature and Purpose the organizing function, Department, Line and Staff Authority, Staffing and Directing: Selection of Employees and Managers, Appraisal of Managers, Management Development, Nature of Directing, Motivation, Leadership, Controlling: the Control Process, Control technique, recent developments in the control Function The Nigerian environment: management problems in Nigeria, Challenges of Indigenization, transferability of Management system.

ACT 201: Financial Accounting I

3 units

The Accounting function and its relationship with the information need of organizations; Accounting procedure and systems; Double entry Book-Keeping Systems; the Trial Balance; Accruals; Prepayment and other Adjustments; Classification of Expenditure between Capital and Revenue; Methods of Recording Data- Manual and Mechanical; Manufacturing, Trading and Profit and Loss Accounts; Balance Sheets of Sole Traders; Control Accounts and Bank Reconciliation.

ACT 202: Financial Accounting II

3 units

Advanced partnership accounts, admission, retirement and dissolution including valuation and treatment of goodwill on admission/retirement. Conversion of partnership to limited liability company, amalgamation of partnership. Department and Branch accounts. Company accounts, formation, issue of share and debentures, forfeiture of shares. Final accounts, merging amalgamation, absorption, etc, including statutory requirements of company accounts in respect of each areas. Standard accounting practices and problems of disclosure of accounting information. Introduction to interpretation of accounts and financial statement analysis.

ACT 204: Application of Computer

3 Units

Introduction to Basic programming. Data types: Constant and variables. Statement types; assignment statements, Input - output statements, control statements. History and development of computer technology, The why and how of computers. Computer types: Analog, Digital and Hybrid. Central preparation equipment: Key punch, sorter, etc Data Transmission, nature, speed and error detection. Systems analysis and design. The programming process: problem definition flow charting and decision table.

POL 201: Nigerian Government and Politics I (2 Units)

The Federal arrangement and Division of Powers, Critical Issues in Nigerian

Politics i.e. Census, Elections, Education, Representation and Representative-ness, Ethnic Relations, etc.

POL 202: Nigerian Government and Politics II (2 Units)

Course exposes students to the general politics, economic and social frameworks within which Nigerian politics and governmental institutions develop and function, treated within a historical perspective.

SOC 2207: Social Psychology I

2 Units

The course is designed to introduce students to the theories, methods, and approaches to social psychology; the development and significance of social psychology in society; the relationship between social psychology and other disciplines; social development and other patterns of early development; social learning, internalization, conscience formation; values and attitudes, prejudice and discrimination.

SOC 2209: Structure of Nigerian Society

2 Units

The structure of Nigerian Society is described in terms of core analytical sociological and anthropological concepts; the course starts with an analysis of the patterns of socio-economic elements of continuity and change and concludes with the examination of the major social problems of African societies.

300 LEVEL COURSES

GST 311: Entrepreneurship and Innovation

2 Units

This course is an introductory course for studying Entrepreneurship for the first time. The design and flow of the course are aimed at creating awareness, providing the knowledge and skills that are important to achieving success in all human endeavors.

GST 312: Venture Creation and Growth

2 Units

The aim of this course is to develop students' competence and confidence in creating viable businesses with high potentials for new value addition and high income. The course is designed to enable students achieve economic independence after graduation. Its main goal is to help change students' mindset away from paid jobs and over-dependence on families and government. By the end of the course, students will be able start and manage businesses at micro or at family level. They will also be able grow ventures capable of generating employment and better utilize resources.

PUB 301: Organizational Theory and Administration

3 Units

Origin, structure and management of organizations, formal and informal organizations, the impact of informal norm in informal organization, organization theories, coordination, efficiency, retirement and growth, motivation, leadership communication and dynamics change in organization, the concept of administration, its emergence, complexity and maintenance, efficiency in public administration, politics and administration dichotomy, decentralization, deconcentration and devolution, delegation, conflict resolution strategies, leadership and innovation, communication skills.

PUB 302: Administrative Law

3 Units

Administrative process, purposes of government separation of powers, legislation, delegated legislation, redress of grievances, public corporations, discretionary powers, case study.

PUB 303: Human Resource Management

3 Units

Personnel management principles, line and staff organization structure, personnel policies, employment procedures, supply and demand characteristics of labour by types; organization of the personnel functions; manpower planning; motivation, leadership styles; training and development, performance appraisal, disciplinary procedures, employee welfare, processing of grievances and communication process.

PUB 304: E-Government

2 Units

The approaches to e-governance; five stages of e-governance in the application of Internet facilities in the planning, implementation and evaluation of service delivery. It examines the threefold classification of e-governance; e-governance as government to government,

government to business and government to citizens. Online service delivery, in health care, education, agriculture, judicial administration, business, arts, culture, rural and urban development, and local authority, state and federal administration, and information communication management. It further examines obstacles and challenges to e-governance and strategies for overcoming the barriers. Digital divide and stages and pillars of e-government.

PUB 305: Traditional Administrative Systems in Nigeria 3 Units

Early history of Nigeria, Nok culture in detail migration and formation of centralized institutions, Hausa states, Kanem Borno and Sakkwato Caliphates, Yoruba states, formation of a cephalous groups east and west of the Niger, Delta, North and South of the Benue, Administration within these groups.

PUB 306: Local Government Administration in Nigeria 3 Units

Basic concept in local government, historic development of local government in Nigeria, the structure of local government in Nigeria, the functions of Local Government in grass-root development, sources of local government revenue, relationship between local, state and federal government, local government service commission.

PUB 307: Intergovernmental Relations in Nigeria 3 Units

Traces the history and significance of the concept of intergovernmental relations, examines the patterns of intergovernmental political, fiscal, economic and other relations among levels of governments in Nigeria with focus on Federal-State, Federal-Local governments, State-Local governments, State-State and Local-Government – local government relations. The course also touches on the problems and prospects of intergovernmental relations, the role of the national council on intergovernmental relations.

PUB 308: Research Methods 3 Units

Research and policy decision-making, research methods, design and processes, data generation processes, survey instrument design, data analyses and management techniques, elements of research report writing and presentation, computer applications in research and data management.

PUB 309: Rural Development in Administration 2 Units

This course introduces students to the basic concepts in rural development administration, principles of rural development administration, theoretical approaches to study of rural development administration, rural development strategies, rural development planning.

PUB 310: Government and Administration of Urban Systems 2 Units

Examines the problems involved in the planning and execution of major services in urban political systems. The course examines the rise of urban centres and the challenges, which this poses e.g., increased need for facilities and how those challenges are faced.

PUB 311: Industrial Relations **2 Units**

Meaning, Nature and scope of industrial relations, Major concerns of industrial relation, Evolution, functions and types of trade unions in Nigeria, Role of government in industrial relations, Ministry of Labour, industrial court, industrial arbitration agencies, labour legislations, grievances and its classifications, collective bargaining process and its types, why people join unions?

PUB 312: Health Administration and Management **2 Units**

The central focus of health administration and management is primarily to provide adequate mechanisms capable of improving health related policies and Programmes. This is in order to enhance efficient and effective, result oriented service with the overall aim of achieving a desired objective. Thus, proper management of health institution and adequate utilisation of resources coupled with effective supervision of staff are crucial for enhanced human capital development in the health sector.

BUS 307: Entrepreneurship Studies II **2 Units**

Introduction to Entrepreneurship and new Venture Creation, Entrepreneurship in theory and practice, the Opportunity, Forms of business, staffing, marketing and the new venture, the opportunity, forms of business, staffing, marketing and the new venture, determining your capital requirements, raising capital cost, financial planning and management, starting a new business, innovation, legal responsibility, insurance, and environmental consideration.

400 LEVEL COURSES

PUB 401: Social and Welfare Administration in Nigeria **3 Units**

Background to social welfare administration, Theories of social welfare, Universal declaration of human right, Women and children, Social welfare institutions, Reformatory Institutions, Educational institutions, Health institution (including Health Management Organizations), Law, order, and social justice, Veterans' administration, Social security, pension, and health insurance scheme.

PUB 402: Public Finance **3 Units**

Environmental and distinguishing characteristics of government and institutional accounting, state and local government organization for financial management; special methods of accounting within the legal and financial constraints for local government, hospitals and state-

owned companies, planning in the public sector, planning programming, budgeting, accounting and the budget process, problems of developing output, measure accountability, government control, reporting and auditing in the public sector, accountability to the electorate.

PUB 403: Public Policy Making and Analysis 3 Units

Nature and complexity of policy making, implementation and evaluation; basic concepts like policy, plan, programme, project, actors, stakeholders, policy area etc. defined and illustrated, the main body of the course is divided into two sections: theoretical aspect, the policy cycle, agenda setting in policy formulation, formal and informal ways of generating policy, relevant ideas of theories of decision making, selected models in policy analysis. Case studies: general economic and social development policy, health, sanitation and welfare policy, defence and foreign policy, education policy, agricultural and rural development.

PUB 404: Public Administration in Nigeria 3 Units

This course introduces students to the nature, evolution and development of public administration in Nigeria, the ecology of public administration in Nigeria, the process of Nigerian public administration, values and ethics, efficiency, accountability, control measures in Nigerian public administration, public enterprises management, privatization and commercialization.

PUB 405: Development Administration 3 Units

Theories of development and underdevelopment. The meaning and machinery of development administration in terms of scope and objectives as reflected in types of development planning, rural development and community, development, future trends in development administration with special reference to Nigeria. An examination of the concept of planning, its significance in national development, planning environment, planning process, implementation, monitoring and control of planning in Nigeria.

PUB 406: Comparative Public Administration 3 Units

Concepts and the evolution of comparative public administration, cross national study of public administration both in emergent and developed states, structures and functions of bureaucracies in the states.

PUB 407: Public Service Ethics 2 Units

Ethics: Definition and significance in the conduct of government business. Rules governing the behaviour of public servants. Analysis of the code of conduct for public officers. Institutions charge with monitoring of conduct. Constraints to public service ethics and the way forward.

PUB 408: Public Sector Management 3 Units

The concept of public sector management defined; the evolution and role of the state in national economic management; problem associated with public sector management, impact of privatisation policy as a strategy to improve sector performance; fostering public-private cooperation in economic development etc.

PUB 409: Workshop in Public Administration 3 Units

Origin of public office, types of office, office languages, administrative practices in the Nigerian civil service. Civil service rules, financial instructions, guides to procedure, minuting, letter writing, memorandum etc.

PUB 410: Principles and Practice of Co-operative 2 Units

Concepts and the evolution of cooperatives, the fundamental principles underlying cooperative business, types of cooperative and their growth patterns, historical development of the cooperative movement in Nigeria, the role of the cooperative movement as a strategy for development and various skills needed for managing cooperatives.

PUB 411: Management Information System (MIS) 2 Units

Introduction to and fundamental of data processing brief history and conventional data, processing methods, manual and mechanized methods, classification of systems, and their merits. Closed and open loop systems; effect on time lag; the total system approach and objectives; total systems and sub-systems. Data processing and the Management Information System (MIS). The organization of MIS including use of mechanical and electronic accounting machines; flow charting and the principles of systems design and documentation. Managerial use of the information output as a basis for developing criteria and systems. Information needs of management and design of MIS, computer and Data processing evolution of the computer and the computer system input, output and control process input unit. Hardware and software introduction to common computer programming languages used in business (COBOL, FORTRAN, SPSS, etc. Electronic data processing (ADP) methods; batch processing, real-time processing and the management of EDP.

PUB 412: Foreign Policy Administration 2 Units

Taking the particular case of Nigeria, this course discusses on how the foreign policy of Nigeria has been handled since the attainment of independence.

PUB 413: Administration of Non-Governmental Organizations 2 Units

Examine the concept of Non-Governmental Organization, understanding the history and role of non-profit organizations in the society, International Non-governmental Organizations, National Non-governmental Organization. The Administration of Non-governmental Organizations and their sources of finance. Examine the nature of the partnership between public and non-profit organizations. Challenges associated with managing Non-governmental Organizations.

ACT 403: Public Sector Accounting 3 Units

Introduction to public sector accounting – Distinction between public and private sector, Nature and basis of government accounting, Structure of government accounting in Nigeria: the Treasury and Audit Department for Local Government, Educational and Health Institutions etc.. planning, programming and Budgeting System (PPBS), Powers and duties of Commissioner of Finance, Minister of Finance, Accountant General and Auditor General.

BUS 406: Nigerian Economy 2 Units

Overview of the Nigerian Economy. Fiscal and Monetary System and Policies. Revenue and Expenditure Pattern. Sectoral Analysis of the Economy (Agriculture, Forestry and Fishing, Manufacturing, Mining and Quarrying, Social and Economic Infrastructure).

Population, Labour Utilization and Manpower Development, Development Planning in Nigeria (Meaning, Objectives, Planning Machinery, Financing Development Plans, problem encountered etc.). International Trade and balance of payments. The Nigerian Economic crisis and Economic recovery efforts. Nigeria's membership of International Economic Organizations (e.g. OPEC, ECOWAS)

PUB 499: Research Projects 6 Units

Students are required to write a project on a relevant theme in the area of public administration. The department would provide broad areas of research, guidance on how to go about with research as well as assign supervisors to see students through to the final state writing the project report.

ACADEMIC REGULATIONS

1. Academic Regulations

The policy in pursuit of academic standard and maintenance of good academic atmosphere includes periodic tests, assignments, seminars, and symposia. The students are assessed in all these aspects and these contribute 40% of the final undergraduate examinations.

2. Attendance Of Lectures And Continuous Assessment

- i. Students are expected to attend their prescribed course lectures punctually and regularly. The University has set seventy-five percent (75%) course lecture attendance as pre-requisite for sitting for examination.
- ii. Continuous assessment constitutes 40% of the total points in the final examination.
- iii. The University is not under any obligation to repeat course(s) and/or continuous assessment to student(s) who absent themselves from continuous assessment

(CA), the University may grant concession to students to write a make-up CA; or test as the case may be in special circumstances such as medical grounds and other approved leaves on application to the Dean of a students' Faculty.

3. Leave Of Absence

- i. Students can apply to the Dean of Faculty for not more than one-year leave of absence if the need arises. Student may also apply for special leaves such as maternity, to perform pilgrimage, etc. through appropriate University authority. However, such leaves are given without any academic concessions.
- ii. Students who have genuine reason(s) to be away from the University may also apply for the suspension of their study for a specified period.
- iii. Students are advised to get in touch with the University immediately they have any genuine reason(s) that will warrant their absence from the University during a session. If the circumstance will not permit, as on health grounds the University may accept an application written on behalf of the student.

4. Examinations and Graduation

A. Conduct of Examinations

- i. The University Senate reserves the power, under the Act establishing the University and other subsequent amendments, to decide exclusively on all academic matters.
- ii. At the end of each semester or when applicable, examinations are conducted for courses taught in various departments. Such examinations may take the forms of written papers, oral examination, practical, clinical, submission and defense of written projects, etc. as approved by the University Senate.
- iii. The time-table for the examinations shall be fixed on the various notice boards and website in the University stating the time and venue of all examinations.
- iv. Students who have clashes in the examinations based on the time-table should immediately intimate their Departmental/Faculty Examinations Officers.
- v. Students who fail to intimate the appropriate officers of the University of Impending Clashes in examinations shall blame themselves for any difficulty or eventuality that may arise.
- vi. Continuous assessment shall be included in determining the final score of candidates in the examination results.
- vii. Any student who absents him/herself from any examination without University approval and has not withdrawn from the course of study would be graded "F" for such course(s) and the grade(s) would be reflected in the calculation of his/her GPA for the semester or session. Where there is an approval, such should be documented as appropriate.

- viii. Subject to the approval of the Senate, the University may grant concessions to student(s) who could not complete or take all the examinations due to certified illness or other exigencies acceptable to the Senate. Where the Senate accepts any reason as genuine, it shall be at the pleasure of Senate to determine the nature of concession(s) to be so given.
- ix. The University may allow second semester registration in appropriate cases.
- x. Students who satisfy the requirements for examinations shall be issued with an examination card dully signed by an appropriate officer, which shall be presented to the invigilator in all examinations.
- xi. No student shall be allowed to enter the examination hall without the University identity card examinations cards.
- xii. A candidate shall not be allowed to enter the examination venue if he or she is more than 30 minutes late. However, a candidate may be allowed entry only at the discretion of the invigilator in consultation with the Head of Department or the Faculty Examinations Officer. Such cases shall be reported in writing by the invigilator to the Faculty Examinations Officer.
- xiii. A candidate shall not be allowed to leave the examination venue within 45 minutes after the commencement of the examination except under exceptional circumstances approved by the Head of Department or the Examinations Officer or the Invigilator.
- xiv. No candidate shall leave the examination venue during the last 15 minutes of the examination.
- xv. On entering the examination venue, it is the responsibility of the candidate to draw the attention of the invigilator to any paper or material on his/her seat, table or on the floor around him/her to ensure that such materials are removed before the commencement of the examination.
- xvi. A candidate who arrives late shall not be allowed extra time.
- xvii. A candidate shall deposit any handbag, brief case, books, handouts, etc. outside the examination venue or in front of the invigilator before the commencement of the examination. A student coming into the examination hall with material(s) other than writing material(s) will be doing so at his/her own risk.
- xviii. A candidate shall comply with the instructions to candidates as set out on a question paper and answer booklet or other materials supplied.
- xix. Candidate(s) shall also comply with any lawful instruction(s) given by the invigilator.
- xx. A candidate shall only use the answer booklet or other materials provided by the invigilator. All rough works must be crossed out neatly.
- xxi. Rough works shall only be done on the answer booklet.

- xxii. Supplementary answer sheets or booklets, even if they contain only rough work, must be neatly packed into the answer booklet.
- xxiii. Under no circumstance shall a candidate write anything other than his/her admission number and name on the question paper.
- xxiv. Where attention of the invigilator is required, hand should be raised to indicate the need. Absolute silence must be maintained.
- xxv. There should be no writing on examination card and the question paper unless a student is asked to do so.
- xxvi. Nursing mothers are not allowed to take examinations with their babies
- xxvii. Female students wearing face covering are required to be appropriately identified before they are admitted into the Examination Hall and may be required later for identification.

B. Taking of Examinations on Hospital Beds

- i. A hospitalized student shall apply for permission to take examination on his/her hospital bed through his/her physician. The application should reach the Head of Department at least 7 days before the examination of the affected course.
- ii. The Head of Department shall, within 24 hours of receipt of the application, forward his recommendation to the Dean of his Faculty.
- iii. Subject to availability of facilities, the Dean approves the application and notifies the University Authority through the Registrar.
- iv. A copy of the approval shall be made available to the Chairman, Examinations Monitoring Committee, before the commencement of the examination for necessary action.
- v. The approval shall be communicated to the student at least 24 hours to the examination.
- vi. A minimum of ₦1,000.00 and a maximum of ₦5,000.00 shall be paid by the student, being expenses for the conduct of the examination per paper.
- vii. Examination materials (question papers and scripts) for the student should leave the main examination hall within 2 minutes of commencement of the examination and should reach the hospital within 45 minutes of commencement.

C. Guidelines for Re-Marking of Examination Script(s)

- i. When a student applies for his/her scripts to be re-marked, Senate is to approve the assessor on the recommendation of the Vice-Chancellor.
- ii. The assessor should be paid an appropriate honorarium to be determined by Senate.
- iii. A student who wishes to apply for his/her paper (s) to be re-marked, should do so within one week of release of examination results by his/her Faculty.

- iv. A student should pay, in cash and in advance, the full expenses for the re-marking (to be estimated by Registry) before his/her script (s) is/are sent out. The payment should be done within one week of Senate's approval of the assessor.
- v. The verdict of the assessor, which would be reported to the Senate before being known to the student, will be final.
- vi. All such requests should be routed through the complainant's Faculty Board, which should, within two weeks of the receipt of the complaint, investigate and present to the Senate their findings and recommendation (s).
- vii. If the complainant is however, not satisfied with the decision taken at this stage, he/she would then be free to apply for his/her script (s) to be remarked by another external assessor in accordance with the above guidelines.

D. Calculation of Grade Point Average (GPA) and Cummulative Grade Point Average (Cgpa)

- i. Letter grades and grade points are earned from percentage scores in the final examination in a given course as follows:

Percentage Score	Letter Grade	Grade Point
70 - 100	A	5
60 - 69	B	4
50 - 59	C	3
45 - 49	D	2
40 - 44	E	1
0 - 39	F	0

GPA and CGPA are not calculated for DVM and MBBS programmes nor are these degrees classified at the end of the training. For this reason, the minimum pass grade is a "C" for all courses and any score below fifty percent (50%) is graded "F".

- ii. The performance of a student in a semester is reported as (GPA), while the overall performance at the end of the session (and/or at any point in his/her study programme) will be reported as CGPA.
- iii. A weighed Grade Point (GP) is determined for the performance in each course by multiplying the grade point obtained by the credit unit of the course.
- iv. Adding the weighed grade point obtained in all courses offered in that semester and dividing the sum by the total value of credit of all the courses, determines the GPA for the semester.
- v. Cumulative Grade Point is calculated by adding the weighed grade points obtained in all courses offered up to the end of a given session (and/or up to a

point in a student's programme or end of the programme) and dividing the sum by the total value of credits of all courses at that point.

- vi. To qualify for a Bachelor's degree, a student must obtain a minimum number of credit units for each level of study (core and elective courses) and the total units required for his/her programme as well as the credit units for General Studies courses.

E. Classification of Degrees

Degree classes will be designated with reference to Grade Point Average as follows:

4.50 – 5.00	First Class Honours
3.50 - 4.49	Second Class Honours (Upper)
2.40 –3.49	Second Class Honours (Lower)
1.50 – 2.39	Third Class Honours
1.00– 1.49	Pass
0.0-0.99	Fail

F. Probation, Withdrawal And Inter-Faculty/Programme Transfer

- i. If a student's GPA falls below 1.00 during one session, he/she would be placed on probation (warning period) in the hope that the student will improve in the following session.
- ii. If in the following session, the student's GPA still falls below 1.00. he/she shall be withdrawn from the programme. However, if a student's GPA falls below 0.50 at the end of any session, he/she shall be withdrawn without any probation.
- iii. A student so withdrawn for poor academic performance in one programme may be considered for another programme on application, provided he/she obtains a CGPA of not less than 0.75 at the end of the probation period. Application forms for such transfers are available in the Academic Secretary's Office upon payment of prevailing charges.

G. Regulations Guiding Withdrawal from Academic Programmes

1. **Voluntary Withdrawal:** The University has no objection to any student withdrawing from any programme voluntarily. However, the University is not under any obligation to accept such student into any other programme. Nonetheless, only students from College of Health Sciences, Faculties of Agriculture, Law, Medical Laboratory Sciences, Pharmaceutical Sciences or Veterinary Medicine may be considered for transfer after he/she must have satisfied the following conditions:

- i. he/she must have spent two (2) academic sessions in the former Faculty;
- ii. he/she must present a letter of consent from the sponsor;
- iii. he/she must present written evidence of interaction with the student adviser, or the University Guidance and Counseling Officer;
- iv. he/she must present positive recommendation from Departmental and Faculty Boards attaching relevant minutes and other genuine evidences; and
- v. (ii-v) must be obtained before the expiration of registration period to facilitate registration of the accepted student.

2. Withdrawal Due to Academic Incompetence

For any student withdrawn due to academic incompetence from the College of Health Sciences, Faculties of Agriculture, Law, Medical Laboratory Sciences, Pharmaceutical Sciences or Veterinary Medicine to be considered on transfer to another Faculty, the following conditions must be satisfied:

- i. *at the end of the probationary period a student must have attained a CGPA of 0.75;*
- ii. transferring student must satisfy the entry requirements of accepting Department/Faculty;
- iii. under no circumstance should a student be considered for transfer for more than once throughout the period of his/her studentship; and
- iv. any student who fails to graduate after exhausting his/her maximum period of studentship will not be considered for transfer to any Faculty.

H. Spill Over

- i. Students who are not able to graduate at the end of their approved period of study shall be allowed to carry over such courses into the following session. This period shall be referred to as "First Spill Over".

All grades scored in that session shall be fully credited to the student and scored class of degree awarded.

- ii. Students who could not graduate at the end of the second spill over would be withdrawn from the University. It should be noted that the period of study of any undergraduate student shall not exceed the normal period prescribed for the study by more than four semesters. Diploma students have only two additional semesters.

I. Graduating With an 'F' Grade In A Course

- i. To graduate, the University expects students to pass all registered courses. However, in exceptional circumstances, they may apply to graduate with an

"F" grade in an elective course irrespective of the session of registration of the course.

- ii. The application is made through the Head of Department and Faculty to the Chairman of Senate, provided the course is not a core course.
- iii. Such students are also expected to meet minimum requirements for graduation in terms of credit units at different levels.
- iv. For other conditions required for the consideration of such applications, students are advised to contact their Heads of Department.
- v. It should be noted that the provision is not a right but a privilege.

J. Notification of Examination Result

1. The Dean of the Faculty shall on the semester grade sheet/MIS grade slip, communicate to the students as soon as possible, Senate approved results.
2. A student may also request, in writing to the Dean of the Faculty, for his/her result slip or semester grade sheet or statement of result (Postgraduate students) if the need arises.
3. Students shall report immediately to the Head of Department or the Dean through Examinations Officer any discrepancies in the grades communicated to them.

K. Regulations Governing Conduct and Discipline of Students

a) General Conduct

- i. Students are advised to take good care of their personal belongings. The University will not be responsible for any damage to, or loss of personal effects.
- ii. Any breach of peace or social nuisance within the University premises should be reported to the appropriate University authority (Porter, Caretaker, Matron, Hall Administrator, Security Division, etc.).
- iii. Absence from lectures, tutorials or practical classes requires the approval of the Heads of Department and the Deans concerned.
- iv. Students are prohibited to buy, sell, keep, and consume alcoholic drinks in the University premises. Any student caught contravening this provision shall be restricted for two semesters/contact sessions and also be deboarded from the halls of residence throughout his/her stay in the University.
- v. Students are prohibited from consuming, keeping, selling or otherwise dealing in illicit drugs within the University premises. Students caught indulging in this act shall be rusticated for two semesters and handed over to the National Drug Law Enforcement Agency (NDLEA).
- vi. Students caught with firearms and or dangerous weapons within the premises of the University shall be expelled and handed over to the Police.

- vii. Students are responsible for the conduct of their visitors within the premises of the University.
- viii. Students and visitors are only allowed access into the campuses of the University after 10.00 pm on proper identification.
- ix. Visitors to the female hostels are not allowed to be at the premises beyond 10.00 pm.
- x. All unauthorized vehicles and their owners should vacate the premises of the halls of residence before 10.00 pm.
- xi. Loitering around the halls of residence and shelterbelts beyond 10.00 pm is not allowed. Students who violate this provision shall be disciplined accordingly (ranging from warning to rustication for one semester/contact session).
- xii. Under no circumstance should students receive visitors of opposite sex in their rooms. Violation of this provision shall lead to two-semester/contact sessions rustication for the students and the lost of University accommodation throughout their stay in the University.
- xiii. Students shall not indulge in physical combat in the University. Students who violate this provision shall be rusticated for two semester/contact sessions and in addition, forfeit University accommodation for the following session.
- xiv. No student shall take the laws into his/her hands. Students who take laws into their hands shall be rusticated for two semester/contact session.
- xv. Any student caught with inappropriate possession of items within the University community shall be handed over to the University Security Division for further necessary action. Once the security division establishes a case of theft, he or she would be suspended and handed over to the police; where a report indicates conviction by a court of law, he or she shall be expelled.
- xvi. A student arrested by security agencies and charged for a non-bailed criminal offence shall be suspended immediately until when investigations are concluded, where a report indicates conviction by a court of law, he or she shall be expelled.
- xvii. Political parties and their activities are not allowed on campus but as citizens of the country, students are free to belong to any political party of their choice.
- xviii. Any student accused of rape, sodomy and/or bestiality/lesbianism shall be handed over to the Police and liable to expulsion should judicial authorities prove the allegation.
- xix. Any student caught forging any document relevant to his/her admission shall be expelled from the University.
- xx. A student caught forging any document of the University or any other document in a bid to cheat or gain undue advantage in the University shall be expelled.

- xxi. Students who indulge in sexual harassment of fellow students and other members of the University community shall be liable to rustication for two semesters/contact sessions or expulsion.
- xxii. **Cultism is prohibited in the University.** Students who belong to any cult shall be expelled from the University and handed over to the police.
- xxiii. No student is allowed to institute a case (civil or criminal) against a fellow student while the University is in session without prior notice to the Dean of Student Affairs.
- xxiv. In the event of a student having a case in a court of law or the police station while the University is in session, the student shall liaise with University for out of court or police settlement provided it is not a criminal case.
- xxv. No student shall indulge in any conduct that would bring the good name of the University to disrepute. Violation of this provision shall attract rustication for two semesters/contact session or expulsion.

b) Sport and Sport Equipment

- i. Students are encouraged to participate in sporting activities.
- ii. Sport equipment may be issued to students whenever necessary, be it on individual or club basis or through associations/societies.
- iii. Any student who fails to return sport equipment issued to him/her at the stipulated time will be made to pay a prescribed fine.
- iv. In the event of the lost of any equipment issued to student(s), the student(s) or club(s) shall be made to replace it and pay a fine of not less the cost.

c) Mail

The University shall not be responsible for any missing mail.

d) Identity Cards/Identification

- 1. The possession of University identity cards by students` is compulsory.
- 2. A student must identify himself/herself by providing his/her identity card when required to do so.
- 3. Identity card is to be obtained from the students` Affairs Division on payment of prescribed fees.
- 4. Students who do not have identity card may be denied University facilities or other benefits meant for students.
- 5. Upon completion of their studies or termination of studentship, the identity card should be surrendered to Chief Security Officer.

6. Students who have vehicles shall obtain University stickers from the Tollgate Management Committee on payment of prescribed fees. The stickers shall be pasted boldly on their vehicles for easy identification.
7. Students who have vehicles and residing in the halls of residence shall register their vehicle with the security post at the hostel or the campus as the case may be.
8. Vehicles with tinted glasses are not allowed into the University except those permitted by law.
9. Reckless driving is prohibited within the premises of the University Defaulters shall have their cars impounded, in addition to any other disciplinary measures deemed fit by the University.

e) Collection of Money In the University

- i. Individual students or students' organizations shall not solicit for donations in respect of any function held by them within and outside the University except with the express permission of the Dean of Students Affairs and upon the recommendation of their Staff Adviser.
- ii. Registered students' associations are allowed to charge a token as registration or annual dues from their members. However, the charges shall be within the limit approved by the University Management.
- iii. When it is necessary to make a charge to cover the expenses for programmes organized by students' associations, printed tickets of programmes can be offered for sale on approval by the Student Affairs Division.
- iv. The Executives of any association that contravene the regulations on collection of money shall be dissolved forthwith, in addition to any disciplinary measure deemed fit by the University.
- v. Any student or group of students who collects money or donation under any false pretence shall be expelled from the University.
- vi. Withdrawal of money from the account of students' associations requires express permission of Staff Adviser(s).
- vii. Any student or group of students who embezzles (mismanages) any money or property belonging to a registered union/association/club/society or the Students Union shall be made to refund the money, replace the property or have their results/NYSC call up letters withheld or be liable to two-semester/contact sessions rustication or expulsion, as the case may be.

NB: Students rusticated in the first semester will henceforth have the portal opened to enable them register in the second semester of a session.

L.. DRESS CODE

Nudity and the following forms of indecent appearance are not allowed in any of the University Campuses;

1. Wearing of any dress that exposes the chest, un-buttoned or half-buttoned shirts.
2. Use of tight fitting, transparent dresses, sleeveless short blouses, heavy make-ups, and excessive use of jewelry.
3. Use of worn out or sliced trousers/skirts, T-shirts with provocative messages, and wearing of short/mini skirts at academic functions. In addition, female students are not allowed to wear shorts outside their hostels.
4. Wearing of earrings and necklaces or perming and weaving of hair by male students.
5. Wearing of dark glasses during lecture (except on medical grounds).
6. Students should always appear neat and tidy.
7. Contravention of any of the above attracts appropriate punishments, ranging from warning for first offenders and rustication for subsequent violation.

M. ACADEMIC MISCONDUCT

1. Once a student is accused of any examination misconduct he or she shall be requested to write a statement. Refusal to do so shall attract two-semester/ contact sessions rustication.
2. A student accused of examination misconduct shall be invited to appear before the Faculty/College/School Examination Misconduct Committee. Failure to honour the invitation shall attract expulsion.
3. A candidate shall not take into examination hall/room or have pre-programmed electronic device in this or any other form of printed or written material or audio recording or an organized electronic(s) on his or her body or clothing items, whether relevant to the examination or not except as may be stated in the rubric of the question paper, or he/she is specifically authorized to do so. An invigilator or a security officer present has the authority to confiscate any such unauthorized document(s) or material(s) and shall duly forward the same un-tampered document(s) or material (s) to the appropriate officer or authority for necessary disciplinary action in accordance with these regulations and applicable law.
4. Any student caught with material(s) described in regulations 3 above and which material(s) is/are capable of giving him/her undue advantage on the examination being conducted shall be liable to rustication for not less than two semesters in the first instance and expulsion on the misconduct.
5. Any student caught with material(s) described in regulation 3 above but not relevant to the examination being conducted shall have that examination cancelled. Provided, that the conclusion that such a material is not capable of giving a candidate undue advantage in the examination being conducted shall be the preserve of the appropriate Examination Misconduct Committee investigating the particular matter.

6. Possession of telephone handsets and other unapproved electronic devices such as MP3 player and others during the examination is prohibited. Any candidate caught with such devices in the course of examination shall be rusticated for one semester/contact session.
7. Any attempt to suppress, mutilate or destroy any evidence of misconduct (including chewing or swallowing or burning or concealing of the written material, question paper, answer script, etc) by a student is considered to be as grave as the misconduct alleged and shall attract rustication for at least two-semester/contact session.
8. A candidate shall deposit any handbag, briefcase, etc outside the examination hall/room or a place(s) designated by the invigilator before the commencement of the examination. The Invigilator shall ensure that the regulation is complied with and any candidate who fails or refuses to leave his/her handbag or briefcase etc outside the examination hall/room shall not be allowed into the examination hall/room or the designated place(s).
9. A candidate shall comply with all lawful instructions given by the invigilator(s) and other officers of the University charged with the responsibility of the conducting examination.
10. A candidate shall sign the attendance list/register at the commencement of the examination and at the end while submitting his answer scripts. In the event of any dispute arising as to whether or not a candidate sat for the examination and/or submitted his answer scripts the signatures on the attendance list/register shall be conclusive proof thereof.
11. A candidate shall use only the answer booklet provided by the Invigilator. All rough works must be crossed out neatly. Supplementary answer booklets even if they contain only rough works, must be tied together with the main answer booklet.
12. Under no circumstances shall a candidate write anything on the question paper or any other material. All rough work shall be done on the answer booklet. Contravention of this regulation (conclusive) proof of which shall be the question paper of the candidate in question shall attract rustication for a semester/contact session.
13. A candidate shall not remove or mutilate answer booklet or any other material/paper supplied, whether used or not, except that he may remove from the examination hall/room at the end of the examination, the question paper (if this is not required by the invigilator in furtherance of the purpose of regulations 3, 4 and 5 above) and such other items authorized by the invigilator. If the removal or mutilation relate to answer booklets the candidate shall be liable to rustication for 2 semesters / 2 contact sessions.
14. Until candidates are allowed to leave the examination room, no copy of any question paper shall be removed from the examination hall/room. Any candidate who removes any question paper from the examination hall/room before the time candidate are allowed to leave the examination hall/room shall be liable to rustication for one semester /one contact session.

15. In the event that a candidate, for good cause, has to leave the examination hall temporarily, the invigilator or security personnel shall accompany him on duty.
16. A candidate shall neither sit for, nor arrange with another person to sit for him or her or other candidates in any examination conducted by this University. Such conduct shall attract expulsion for both students involved.
17. In the course of taking an examination conducted by this University, a candidate shall neither give nor accept any assistance whatsoever from any other candidate or person within or outside the examination hall/room. A breach of this regulation shall attract rustication for one semester / one contact session in case of student(s).
18. Smoking is not permitted inside the examination hall/room and the cigarettes /pipes` are liable to be confiscated by the invigilator or any authorized security personnel. The erring candidate shall be liable to rustication for a semester/one contact session.

At the end of the time allocated for an examination, a candidate shall gather his/her booklets neatly and shall hand over it to the invigilator. A candidate is responsible for the proper return of his/her scripts.

19. Talking to any other candidate in the course of the examination without permission of the invigilator shall attract rustication for one semester /one contact session.
20. A candidate shall not, either before or after an examination, threaten or blackmail an invigilator, lecturer, examiner, member of Senate or committee or any other officer connected with the examination. Such conduct shall attract rustication for at least 2 semesters / 2 contact sessions.
21. For the avoidance of doubt, examination misconduct regulated by these rules shall include the following: -
 - i. Substitution of /or alteration of answer scripts by any means after it has been submitted to the Invigilator at the end of the examination.
 - ii. Breaking into the house, office or vessel of any examiner, lecturer, invigilator or any other officer having anything to do with marking or evaluation or the performance of candidates or processing at an Examination Center conducted by the University.
 - ii. Obtaining, procuring or possessing by any means, a preview of questions intended for any Examination being conducted by this University before it's due date and time.
 - iv. Impersonation in the course of any examination conducted by any institution or official Examination bodies in Nigeria by a student of this University.
 - v. Any other misconduct related to examination conducted by the University, which the Vice- Chancellor may from time-time, consider as examination misconduct.

22. Any candidate found to have breached or committed any of the examination misconducts in regulation xxiii above shall be liable to rustication for at least 2 semester / 2 contact sessions or expulsion.

N. PROCESSING OF APPLICATION FOR DEFERMENT

It has been observed that most Faculties treat application for deferment of period of study with such levity that some even recommend application in respect of students who had since exhausted maximum period of study but could not graduate for one reason or the other. Some Faculties do not even treat the applications until the period for which deferment was sought had lapsed. In some cases, the applications are simply misplaced thereby subjecting the affected student(s) to unnecessary hardship at the point of graduation. To avoid some of the problems stated above and to facilitate prompt consideration of such applications, the following guidelines would assist:

O. DEFERMENT OF SESSION OR FIRST SEMESTER ON PERSONAL GROUNDS

Procedurally, any student wishing to defer a whole session or the first semester thereof on personal/financial grounds should apply at the beginning of that session and certainly not later than two weeks after the end of registration exercise.

P. PROCESSING OF APPLICATIONS

Upon receipt of applications (which should be written to the Dean of Faculty, through Head of Department), Department should consider, recommend and forward it to the Dean for consideration by the Faculty Board. The decision of the faculty Board would, thereafter, be communicated to Senate for information. The memo to be submitted to senate should be accompanied by the photocopy of the applications.

Q. DEFERMENT ON MEDICAL GROUNDS

Application for deferment of period of study on medical grounds could be considered at any point within the session provided the University is notified immediately the applicant takes ill. Where a student is even incapacitated to apply, application by proxy is allowed.

The application should be written to the Chairman of senate through, Head of Department and Dean of faculty. Upon recommendation by the department, the Faculty Board will consider the application and forward recommendation to senate.

The memo to be sent to senate will be accompanied by the original application and medical report, authenticated by the Acting Director, Health Services.

It should be noted that:

- a) Where a student falls ill at the beginning of a session and did not notify the University before the end of the first semester of the same session, he/she shall be deemed to have voluntarily withdrawn him/her self from the University.

Where a student falls ill during the second semester and did not inform the University before the end of the semester, he/she shall be deemed to have voluntarily withdrawn him/her self from the University.